STUDY BURSARY

CEDERBERG MUNICIPALITY

1. PURPOSE

The objective of the policy is to encourage employees to engage in or to continue studies in order to:

1.1 develop the skills and level of academic achievement of Cederberg Municipality workforce-

1.1.1 To improve the quality of life of employees, their career prospects and labour mobility, and

1.2 increase the levels of investment in education and training in the Cederberg Municipality, and that the return on that investment be improved;

1.3 encourage Managers

1.3.1 To facilitate active learning in workplace, and

1.3.2 To provide employees with opportunities to acquire new skills and knowledge;

1.4 encourages employees to participate in training programmes;

1.5 improve the advancement of previously disadvantaged employees;

1.6 meets he objective determined by career paths, learner ship contracts and progression policies

1.7 establishes a pool of suitable candidates in order to support, inter alia Employment Equity Policy and Planning

Eligibility for study Assistance

i. Every employee shall be eligible for study assistance subject to the provisions of this policy

ii. Priority shall be given to employees from designated groups in order to enhance skills development in terms of employment equity measures provided for in the Employment Equity Policy of Cederberg Municipality.

iii. In order to determine the eligible for study assistance a panel consisting of the relevant Municipal Manager, Executive Director Corporate Governance: Human Resources Manager /Employment Equity Manager skills Development Facilitator, and a representative of the Education, Training and Development Committee shall consider the applications in their determination this panel should look at equity targets skills, career pathing and any other special needs/circumstances that might arises. The Municipal has the final approval of bursary application.

2. DEFINITION / DEFINISIE

Apart from the External Bursary Scheme / Mayoral Bursary Fund that is regulated through Mayoral discretion.

The following definition and principles will apply to the Council's Internal Bursary Scheme:

2.1 Career path is the plan mutually agreed upon between the employee and relevant manager, or the manager or Manager's nominated representative, in terms of which the employee's skills, knowledge and/or academic qualifications will be improved within a specified period of time in order for employee to function effectively and efficiently in the working environment.

The employees progress will be evaluated in terms of mutually agreed upon levels of productivity, proficiency and performance within the specified time periods. The relavant manager is responsible for the provision of the required experiential training Acedemic studies must be dealt with in terms of the study assistance policy.

2.2 Employee development courses are voluntary programmes that develop the employee's general skills and knowledge, through: e.g.

- Seminars
- Workshops
- Courses
- Conferences
- Presentations

2.3 NQF Act: 2000

2.4 LGSETA: the local Government Sector Education and Training Authority

2.5 Skills Development Act: the skills Development Levies Act, 1998 (No. 97 of 1998)- as amended

2.6 Skills Development Levies Act. the skills development levies Act, 1999(No 9 of 1999)- As amended

2.7 Cederberg Municipality Education Training and development Policy

3. POLICY/ BELEID

3.1.1 The Municipal Systems Act

3.1.2 The Skills Development Act

3.1.3 The Skills levy Act

3.1.4 Council decisions

3.1.5 The MFMA

3.1.6 Individual contractual agreement with beneficiaries

3.1.7 The Employment Equity Act

3.1.8 The Further Education and Training Act 1998

3.1.9 All other collective agreements of SALGA

3.2 ADMINISTRATION :

3.2.1 The administration of the scheme is executed by Human Resources.

3.2.2 The administration of the budget is executed the Department of Financial Services.

3.3 QUALIFYING

3.3.1 All officials of Cederberg Municipality, who wish further their studies by means of correspondence courses or by attending after hour classes, subject to the conditions contained in the bursary scheme, qualify for partaking in the scheme.

3.3.2 An extension of the bursary to other is made only per council's decision.

3.3.3 Contract employees with contract duration of less than a year qualify.

3.4 GUIDELINES FOR CONSIDERATION OF APPLICATIONS:

All applications must be assessed / prioritized, subject to availability of funds, in accordance with the following criteria:

Priority 1

Employees who want to study towards their qualification (ABET including) up to and including NQF level 4 (Grade 12) Employees whose study fields are within the scarce and critical skills category as determined council

Priority 2

Employees who must obtain a qualification in order to meet the requirements of the post that they currently occupy.

Priority 3

The priorities as identified in the relevant Workplace Skills Plan, Integrated Development Plan and Employment Equity Plan (including people with disabilities).

Priority 4

Employees who are currently in receipt of a bursary and must still complete their qualification.

Priority 5

Employees who are studying for self-development within the context of local government.

3.5 APPLICATION PROCEDURE

In the recommendation of the line manager, it must be stated that the application conform to the under mentioned criteria requirements.

That the field of study have relationship or applicable in the functions and activities of the DM municipality;

That the study field has direct relation with the post which an official in services of the district municipality occupy;

That an official's current level of achievements eagerness to improve and develop is indeed fair and deserve the financial support;

That the studies are taken on a part time basis;

That the field of study lead to obtaining the qualification which conform to the needed requirements.

3.5.1 An officials whose intention is to study must approach his/her line manager in regards
3.5.2 The task of the line manager is to get some advice from the Human Resources or to refer the official to Human Resources for guidance.
3.5.3 A motivated recommendation, together with necessary documents must be sent to the department's head of the relevant official.
3.5.4 That a written application be made on a prescribed from of the DM municipality.
3.5.5 That the written agreement which are entered into between an official and DM municipality with regard to the scheme is correct and fully completed.
3.5.6 That the human resources approve the nature and field of studies.

3.6 DURATION

The duration of studies may not be longer than what is recommend or determined by the rules, regulations or academic period of the relevant institution.

3.7 FINANCIAL SUPPORT

3.7.1 The bursary amount is determined by the total amount owed to the institution for the academic year, as well in terms of under mentioned clauses 3.7.3 and 3.7.4
3.7.2 The bursary amount must only be used for study purposes.
3.7.3 The DM municipality grants financial support only in terms of the under mentioned.-
3.7.3.1 Registration fees
3.7.3.2 Class/tuition fees
3.7.3.3 Examination fees
3.7.3.4 Print, books, internet and binding cost will not be funded

3.7.4 No travelling and subsistence expenses is made in terms towards bursary holder in relation to approved studies.

NQF LEVELS AND THE TOTAL PERCENTAGE AWARDED FOR BURSARY IN ACCORDANCE WITH CLAUSE 3.7.3.1 and 3.7.3.2

NQF LEVEL	BAND	QUALIFICATION TYPE	% OF BURSARY AWARDS
8	HIGHER EDUCATION AND TRANING	• Post –doctoral research degrees • Doctorates • Master degrees	0%
7		• Professional Qualifications • Honours degrees	0%
6		• National first degrees • Higher diplomas	100%
5		• National diplomas • National certificates	100%
FUTHER	EDUCATION	AND TRANING CERTIFICATE	
4	FUTHER EDUCATION AND TRAINING	• NATIONAL CERTIFICATES	100%
3			
2			
GENERAL	EDUCATION	AND TRAINING CERTIFICATE	
1	GENERAL EDUCATION AND TRAINING	Grade 9 ABET LEVEL 4 • NATIONAL CERTIFICATE	100%

3.8 In the case of lectures payment is only made

3.8.1 If written proof of the institution is submitted whereby the purpose and necessity is shown

3.8.2 For two occasions per year

3.8.3 The DM municipality reserve the right to withhold the claim if the expenses attached to the claim are deem to be out of order

3.8.4 Payment direct to the officials is made is made only in the case where the application form accompanied by necessary proof documents/receipts

3.8.5 The first payment is made after the submission of registration proof.

3.8.6 Further payment will be made only on receiving of report/results from the relevant institution in order to monitor the progress of an official.

3.9 TRAINING PROVIDERS

Study assistance excluding conferences seminars and workshops will be granted only in respect of studies at institutions accredited by a body contemplated in Section 5(1)(a)(f)(bb) of the South African Qualification Authority Act.

3.10 CONTRACTUAL LIABILITY

The employee will be required to enter into an agreement with Cederberg Municipality for admission to the study assistance scheme and to remain in the service of the DM for a period equal to which study assistance was granted. The service requirement shall run after acquiring the qualification. If the employee has received study assistance for a period of 3 (three) years, the second year of study shall deemed to be the fulfilment of the service requirement pertaining to the 1st year of study. The above liability is not applicable on instance of death, ill health, or incapacity. Short causes contract for 12 months and pro payment within 12 months.

3.11 BUDGET

The submission of the budget for the internal bursary scheme is a responsibility of Human Resources in collaboration with the Education Training and Development Committee.

3.12 CHANGING OF STUDY INSTITUTION

In case of changes of learning institution, an application must be directed via the department's Head to Human Resources. . No changes in learning fields would be entertained after approval of bursary. Valid reasons and comments must be provided thereto.

3.13 STUDY LEAVE

Special leave is granted under the following conditions, (as per DM Education Training and Development Policy:
Examination: the day before examination and the day on examination.
Class attendance / undertaking practical /lecture /research / thesis:
Maximum of 12 days per year, calculated on a 50/50 basis.

3.14 ADVERTISMENT

Circulars should be sent out during September month so as to afford officials who intend to study further time to make application for study bursary. During the execution of clause 4.14 the DM municipality should also indicate the study fields in which there is a shortage.

3.15 FULL TIME STUDIES

Full time studies will only be granted under the following circumstances:

3.15.1 For only External Bursaries /Mayoral Bursaries meanwhile no part time studies will be allowed for external bursars.

3.16 GENERAL

3.16.1 When an employee exceeds the prescribed number of years for the period of the course , he/she must submit an written application for the extension of the duration at Human Resources, with the provision that no study assistance will be granted.

3.16.2 An approval of an application for the extension, rest with the Municipal manager

3.16.3 Subjects to the progression policy the awarding of the bursary gives an official no automatic preference in terms of advertised/vacant/promotions post.

3.16.4 In case of an official whose service are terminated with DM through restructuring such official is exempted from any contractual obligation.

3.17 CHANGES

Any changes in the scheme without proper notice, can be deemed as suspension of the agreements.

4. PROCESS

INTERNAL BURSARIES

4.1 RESPONSIBLITIES

The responsibilities for the conclusion of the study application rest on the following officials.

4.2 Applicant:

Must familiarize him/herself of the content of the scheme.
Must make sure that the study field is relevant to the scheme.
Must make sure that all documents are complete and correctly furnished.
Must make sure the all the documents are submitted on time.
Must see to it that the authorization of the bursary is attained.

4.3 Line Manager

Must familiarize him/herself of the content of the scheme
Must make sure that the study field is relevant to the scheme

Must make sure that all documents are complete and correctly furnished.

4.4 Head of Department

Must familiarize him/herself of the content of the scheme
Must make sure that the study fields is relevant to the scheme
Must make sure that all documents are complete and correctly furnished
Approve the application

4.5 Human Resources

Must familiarize itself of the content of the scheme
Must make sure that the field of study is applicable according the scheme
Must make sure that all documents are complete and correctly furnished

4.6 Municipal Manager

Signs the agreement
Send agreement back to Human Resources for recordkeeping and filing of the original at the registration
Approve or disapprove stating thereof the bursary applications

4.7 Finance

Pay the bursary
Keep the record of expenditures incurred
Help Human Resources Section with the submission of the budged

4.8 Training Section

File the agreements and administer bursar data
Arrange bursary meetings and notify role players
Trade Unions i.e. SAMWU and IMATU are observatory status.

4.9 Executive Director Corporate Government

Part of the Eternal Bursary Committee
Advice on Council priorities to facilitate approval of applications

4.10 Determination of eligibility res with the panel

EXTERNAL BURSARIES

4.11 The Executive Mayor

Signs the agreements
Send agreement back to Human resources for recordkeeping and filling of the original at the registration

Approved or disapprove application for bursary

4.12 **Skills Development Facilitator**

Must familiarize itself of the content of the scheme

Must make sure that the field of study applicable according the scheme

Must make sure that all documents are complete and correctly furnished

4.13 **Executive Director Corporate Governance**

Part of the External Bursary Committee

Advise on Council priorities to facilitate approval and non --approval of application

4.14 **Finance**

Pay the bursary

Keep the records of expenditure incurred

Help the Human Resource with the Submission of the budget

4.15 **Training Section / SDF**

Arrange bursary meetings and notify role players

File the agreement sand administer bursar data

4.16 Determination of eligibility rest with the Executive Mayor.

5 APPLICABLE FORMS /TOEPASLIKE VORMS